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# Example of Research Coordinator Clinical Research Job Description

Our company is hiring for a research coordinator clinical research. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for research coordinator clinical research

* Handle all data and source documentation, adverse experience reporting and maintenance of complete regulatory files
* Assists the in assessing feasibility of clinical trials
* Reviews specific job responsibilities with Principle Investigator (PI) for each protocol
* Manages Case Report forms and other regulatory documentation
* Reports and monitors adverse events
* Screens, enrolls and performs follow-up of study subjects
* Reviews specific job responsibilities with PI for each protocol assigned as a primary responsibility
* Assists in the preparation for Pre-study visits
* Attends Investigator meetings and other relevant sessions
* Participates in site initiation meeting

## Qualifications for research coordinator clinical research

* Advanced degree in epidemiology, public health, or related field
* Skilled in the use of computerized systems and databases
* Private transportation is required
* 1 or more years’ experience supporting cardiology clinical trials (interventional cardiology & imaging research, electrophysiology, and heart failure)
* Must complete the Collaborative Institutional Training Initiative (CITI) training prior to starting work and must maintain currency at all times
* Must have and maintain a current Basic Life Support (BLS) certification